

Instructions for Completing Fingerprint Card(s)

As authorized by Health & Safety Code Section 1797.172, all new applicants for licensure as a Paramedic and Paramedics whose licenses have lapsed beyond one year are required to submit fingerprints for a criminal history check prior to being licensed.

License applicants that have resided in California continuously for the past seven years and do not have a criminal history outside California are required to submit a fingerprint card (FD-258) for a California Department of Justice (DOJ) criminal history check only. License applicants that have not resided in California continuously for the past seven years and/or have a criminal history outside California are required to submit a fingerprint cards for both a California DOJ and a Federal Bureau of Investigation (FBI) criminal history check.

You may obtain fingerprinting services for a fee (usually a \$10. - \$15. rolling fee) through most local law enforcement agencies or private vendors. The fingerprinting must be done by a trained and experienced technician. Poor quality fingerprint impressions will cause fingerprint cards to be rejected, which may result in a delay of your Paramedic license.

The non-refundable fee for processing the DOJ criminal history check is \$32. There is an additional fee of \$24. for the FBI criminal history check. Once you have had your fingerprints done, send your completed fingerprint card with a check or money order, payable to the Department of Justice, in the amount of \$32. for processing a DOJ criminal history check only, or \$56. (\$32. DOJ fee plus \$24. FBI fee) if you are required to submit both a DOJ and FBI criminal history check, to:

California Department of Justice
P. O. Box 903417
Sacramento, Ca 94203-4170

The DOJ and FBI processing fees are in addition to the rolling fee which is normally paid directly to the agency doing the fingerprinting. The DOJ and FBI fees are subject to change without notice.

DOJ will forward the fingerprints to the FBI for processing and the results of the criminal history check(s) from both DOJ and the FBI will be sent directly to the EMS Authority.

To avoid a delay in your application for licensure, we recommend that you send your fingerprint card to DOJ at least 30 days before you expect to apply for your paramedic license to allow time for DOJ and/or FBI to process

DO NOT FOLD CARD. Please type or print in **black ink**. Fill in the following blocks completely.

1. **Signature of Person Fingerprinted**
Place your signature here.
2. **Residence of Person Fingerprinted**
Place your address here.
3. **Date**
Date fingerprints taken.
4. **Signature of Official Taking Fingerprints**
The official taking the fingerprints should sign.
5. **Employer and Address**
EMS Authority
1930 9th Street
Sacramento, CA 95814
6. **Reason Fingerprinted**
License - Paramedic
7. **Name (NAM)**
Indicate complete name.
8. **Aliases (AKA)**
Indicate other names used (i.e., maiden name, nickname and/or alias name[s]).
9. **Date of Birth (DOB)**
Indicate month-day-year of birth.
10. **Sex**
Indicate sex code abbreviation.
M=Male F=Female
11. **Height (HGT)**
Indicate height in feet and inches.
12. **Weight (WGT)**
Indicate weight in pounds.
13. **Eyes**
Indicate eye color abbreviation.

BLK = Black GRY = Gray MAR = Maroon
BLU = Blue GRN = Green PNK = Pink
BRO = Brown HAZ = Hazel MUL = Multicolor
14. **Hair**
Indicate hair code abbreviation.

BAL = Bald BRO = Brown SDY = Sandy
BLK = Black GRY = Gray WHI = White
BLN = Blond RED = Red
15. **Place of Birth (POB)**
Indicate the state or country of birth.
16. **FBI No.**
Should always be furnished if known.
17. **Social Security No. (SOC)**
Indicate Social Security number.